
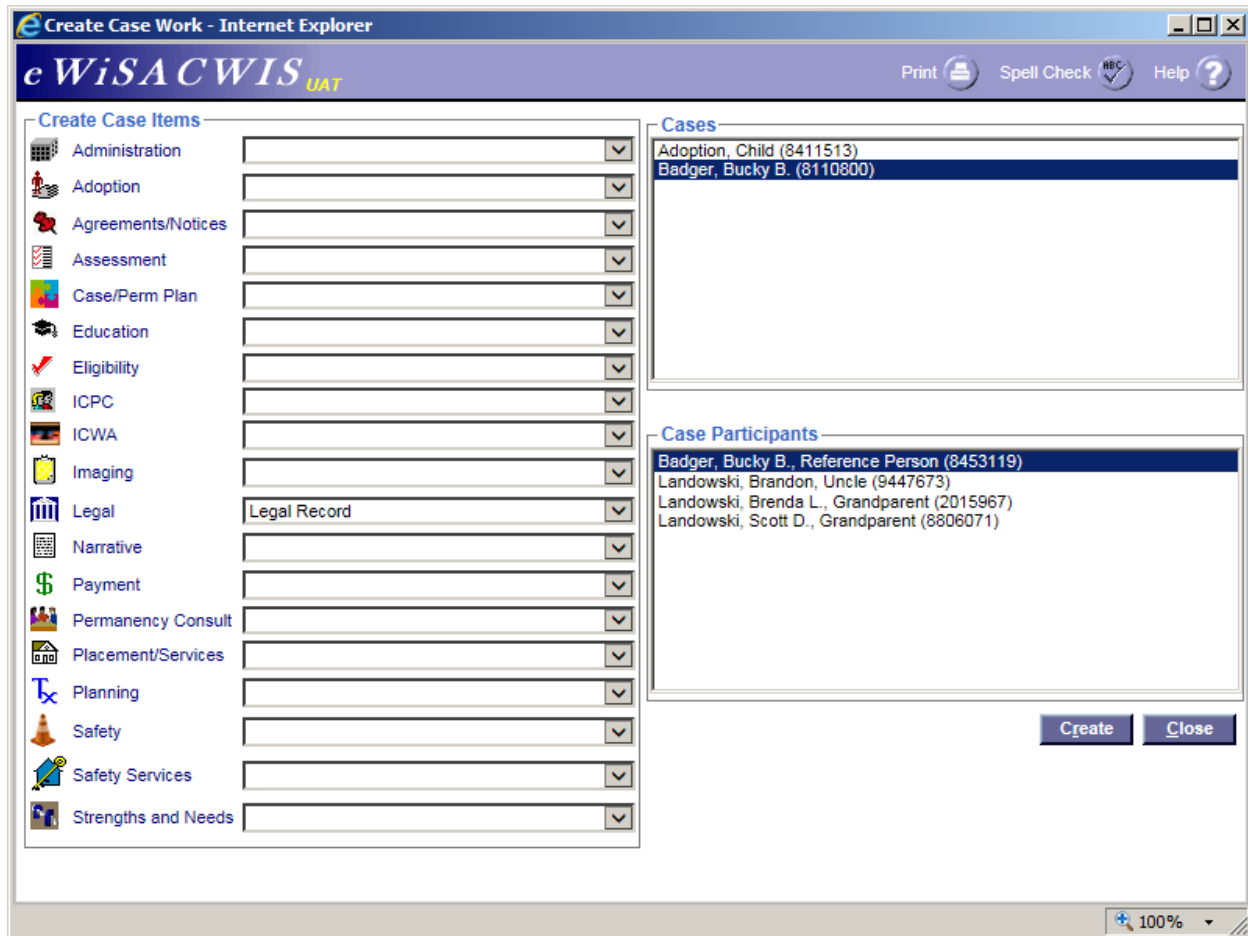


Legal Record

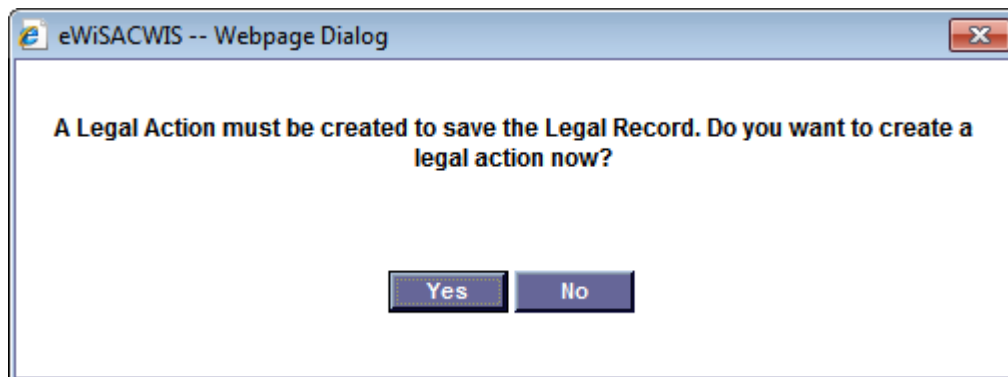
Note: In order to create or update a Legal Record, an assignment to the case is needed.

The Legal Record page is used to create and record Legal Actions and Legal Statuses. In addition, the Legal Record groups Legal Statuses to any corresponding Legal Action.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Legal Record from the Legal drop-down. Select the appropriate Case and the Case Participant. Click Create.



3. A pop-up message will appear stating 'A Legal Action must be created to save the Legal Record. Do you want to create a legal action now?' Click Yes.



4. If this is a new Legal Record, the Legal Action page will open. The General Information group box will pre-fill with the Case Participant and Worker name.

In the Legal Action Details group box, select the Legal Action Initiated, Court, and Court 2. Document the Judge, Commissioner, Branch, and Tribal Contact, if applicable.

In the Court Number(s) group box, click the Insert button. Enter the Year, Code, and Court Number. Multiple court numbers can be entered for a participant.

In the Legal Action Dates group box, enter the Legal Action Request/Referred to DA or Corp. Counsel date. The remaining fields are optional.

If applicable, enter information in the Additional Information group box.

In the Options drop-down, a Legal Checklist is available to reference for caseworkers. Click Save. This will create the Legal Record page.

Legal Action -- Webpage Dialog

eWiSACWIS Print Spell Check ABC Help ?

General Information
Case Participant: Abby, Angel A. Worker: Daisy, Dan [ICWA qualified experts](#)

Legal Action Details
Legal Action Initiated: CHIPS Petition Court: Circuit
Judge: Court 2: Milwaukee County Circuit Courts, Milwaukee County
Commissioner: Branch:
Tribal Contact:

Court Number(s)
Year Code Court Number
09 FA 222 [Delete](#)
[Insert](#)

Legal Action Dates
Legal Action Request / Referred to DA or Corp. Counsel: 06/12/2009
Consult Occurred: 00/00/0000 ☐ Decision Made Not to File
Follow-up Information Submitted: 00/00/0000
Filed: 00/00/0000

Additional Information

Options: [Go](#) [Save](#) [Close](#)

5. On the Legal Record page, the Legal Record group box will pre-fill with historical and current Legal Actions and Legal Status Results. The Legal Action will display the type of Legal Action and the date it was created. The 'Edit' hyperlink will allow you to edit the Legal Action.

Legal Record - Windows Internet Explorer

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General Information

Participant Name: Abby, Angel A. Person ID: 20999 Participant DOB: 01/01/2011
Case Name: Abby, Angel, A. Case ID: 9221241

Legal Record

Legal Action: CHIPS Petition	Date: 06/12/2009	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	

Legal Action: Return Custody to County	Date: 05/04/2007	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	

Legal Documents

Legal Document Name	Role in the Document	Created	Approved
Court Report	Child	07/27/2011	
Acceptance Letter	Child	08/28/2007	

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

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6. Create a Legal Status for the Legal Action by clicking on the 'Create Legal Status' hyperlink. This will open the Legal Status Copy page (if applicable) or the Legal Status page.

7. If a current Legal Status already exists within the case, the Legal Status Copy page will appear. This page will allow an existing Legal Status to be copied over as a new modifiable Legal Action. If this is a new or different Legal Status (not a copy over), select Create on the Legal Status Copy page. The new Legal Status page appears.

Legal Status Copy -- Webpage Dialog

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Help

Case Information
Case Participant: Abby, Angel A. Person ID: 20999

Legal Status Selection

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant	
Guardianship Petition (48.977)	Petition Granted	Guard. to Relative/Caretaker (48.977)	01/16/2008	Abby, Alice, N.	Copy
Adoption Petition	Petition Granted	Agncy Cstdy/Supv - Plcmnt w/Lic Provider	01/16/2008	Abby, Alice, N.	Copy
Guardianship Petition (48.977)	Petition Granted	Guard. to Relative/Caretaker (48.977)	01/16/2008	Abby, Alice, N.	Copy
Adoption Petition	Petition Granted	Agncy Cstdy/Supv - Plcmnt w/Lic Provider	01/14/2008	Abby, Alice, N.	Copy
Adoption Petition	Petition Granted	None	01/14/2008	Abby, Alice, N.	Copy
Return Custody to County	Request Granted	No Change in Status	01/01/2008	Abbyie, Amber's, A.	Copy
TPR Petition Involuntary	Petition Granted	No Change in Status	12/04/2007	Abby, Art, J.	Copy
TPR Petition Involuntary	Petition Granted	No Change in Status	12/10/2006	Episode, One	Copy
TPR Petition Involuntary	Petition Granted	No Change in Status	12/10/2006	Abbyie, Amber's, A.	Copy
Adoption Petition	Petition Granted	Adoption finalized	06/30/2006	Abby, Amy	Copy
Request for Apprehension and Lifting of Stay	Request Granted	Legal Custody to Corrections	04/05/2005	Abby, Amy	Copy

Create Close

8. The participant's Name and Previous Legal Status will pre-fill in the Case Participant group box.

In the Court Outcome group box, the Legal Action, Judge, Commissioner, Court, Court 2, and Branch pre-fill from the Legal Action previously created and will remain editable until case closure. If a case is reopened, only newly entered Legal Statuses will be available for copy over and/or editing.

The Applies To, Result, and New Legal Status fields are user selected. The 'Protective Custody' check box will automatically check depending on the child's Legal Status.

The Initial Removal Court Findings group box contains Contrary to the Welfare (CTW) and Reasonable Efforts to Prevent Removal (REPR) findings language. These boxes are checked at the time of the first removal in an episode. Check the appropriate finding(s).

The Court Number(s) group box will pre-fill from the Legal Action page.

Finally, the Legal Status Dates group box is user enterable. The Hearing/Legal Status Date field is a required and AFCARS field. The Verified checkboxes indicate that the dates have been verified and are correct. It also activates the ticklers associated with those dates.

Click Save and Close. This will return you to the Legal Record page.

Legal Status -- Webpage Dialog

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Case Participant
Name: Abby, Angel A. Previous Legal Status: None

Court Outcome
Legal Action: CHIPS Petition Result: Petition Granted
Applies To: Child Court: Circuit
Judge: Milwaukee County Circuit Courts, Milwaukee County
Commissioner: Branch:
Tribal Contact:
New Legal Status: Agency Cstdy - Plcmnt w/lic provider ☒ Protective Custody ☐ Under Appeal

Initial Removal Court Findings
☐ CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)
☐ REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

Court Numbers
09FA222

Legal Status Dates
Verified? Verified?
Hearing/Legal Status Date: 06/12/2009 ☐ Next Court Date: 00/00/0000
Date Filed/Served: 00/00/0000 ☐ Court Report Due: 00/00/0000 ☐
Order Expiration Date: 00/00/0000 Court Report Submitted: 00/00/0000

Save Close

9. In the Legal Record group box, the new Legal Status Result has pre-filled from the Legal Status page. There is an 'Edit' hyperlink that will allow the Legal Status to be updated.

Legal Record - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

General Information

Participant Name: Abby, Angel A. Person ID: 20999 Participant DOB: 01/01/2011
Case Name: Abby, Angel, A. Case ID: 9221241

Legal Record

Legal Action: CHIPS Petition	Date: 06/12/2009	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Agency Custdy - Plcmnt w/lic provider	06/12/2009	Edit

Legal Action: Return Custody to County	Date: 05/04/2007	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	

Legal Documents

Legal Document Name	Role in the Document	Created	Approved
Court Report	Child	07/27/2011	
Acceptance Letter	Child	08/28/2007	

Create Legal Action Print Record Save Close

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10. The next group box is Legal Documents. This group box will display all Legal Documents for the participant when the participant has a role other than N/A. The document name is a hyperlink, which launches the corresponding Legal Document page.
11. The 'Historical Legal Status' group box expando will display a list of historical legal statuses that are not tied to a specific Legal Action. If no rows are found, the user can still open the expando, however no rows will be returned.
12. On the bottom of the Legal Record page, the Print Record button will allow the screen to be printed. Save and Close will allow the record to be saved and closed returning to the desktop.

13. From the Maintain Case page, you can access the Legal Record by clicking the hyperlink in the Legal column.

Maintain Case - ID: 9221241 - Windows Internet Explorer

eWiSACWIS Print Spell Check REC Help

Case: 9221241

Name: Abby, Angel A. Case Type: CPS Family - Ongoing Status: Open 10/25/2004

County: Milwaukee Site/Region: Inactive value: Milwaukee-Admin W-2 Region:

CARES Case #: County Case #: ☒ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg
Abby, Alice N. (700040)	CPS, CW	<input checked="" type="checkbox"/>	Y	08/05/1999	F	Adoptive Grandparent	Guard to Relative/ (48.977)	Y DeAct Rem
Abby, Amy (9224555)	None	<input checked="" type="checkbox"/>	Y	01/01/2000		Biological Child	None	Y DeAct Rem
Abby, Andy (9224770)	None	<input checked="" type="checkbox"/>	Y	01/02/1992	M	Biological Child	N/A	N DeAct Rem
Abby, Angel A. (20999)	JJ, ICPC Pre-Adopt, Pre-Adopt	<input checked="" type="checkbox"/>	Y	01/01/2011	F	Reference Person	Agency Cstdy - Plcmnt w/	N DeAct Rem

Number of Household Members: 5

Inactive Participants

Options: [Go](#) [Save](#) [Close](#)

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14. The Legal Record can be viewed from the desktop.

[Badger, Bucky B. \(8110800 \)](#) [Actions](#)

Voluntary Kinship Care 11/25/2005 Worker, Joe Dane - Admin 123 Camp Randall Avenue , Madison, WI 53701

[Access Reports](#)

[Assets and Income](#)

[Assignment](#)

[Background Checks](#)

[Eligibility](#)

[Legal](#)

[Legal Record](#)

Badger, Bucky B. 8453119 Agency Cstdy - Plcmnt w/lic provider

[Payment](#)

[Placements](#)

[Planning](#)

[Related People](#)

[Safety](#)

[Services](#)